1. Grant Reimbursements

E-GMS allows grantees to submit invoices to the Washington Military Department for reimbursement. From the **Start Menu** click the applicable grant link-this takes you to the **Grant Menu** page as displayed in Figure 19. To begin the process of requesting reimbursement for grant expenses, select the appropriate **Grant Component** and due date from the drop down box under the section titled Invoice Vouchers. Next, click on the **Create** link. The Invoice Voucher/Payment Request page is displayed as below in Figure 23.
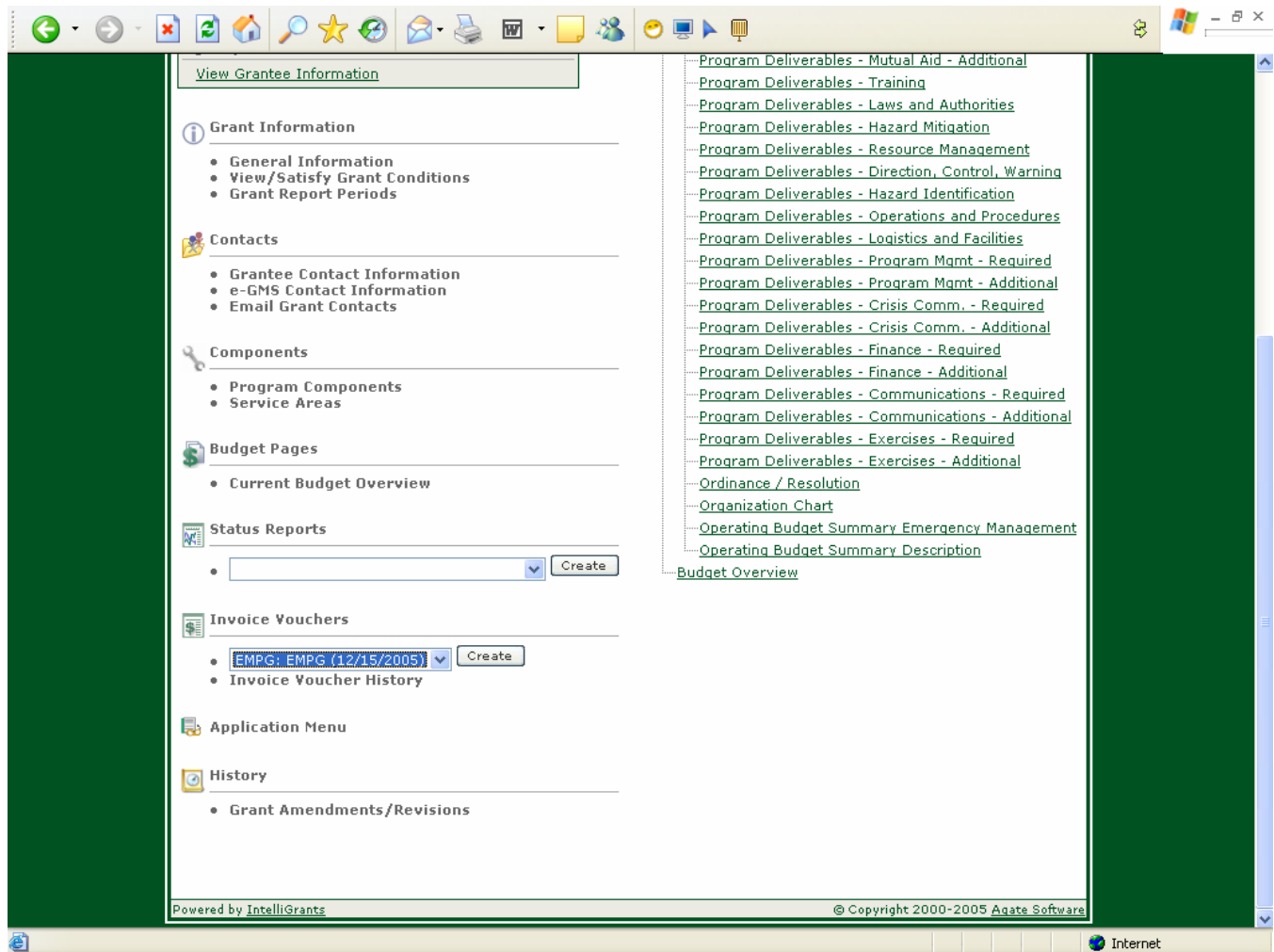

Figure 22

1.a.   Invoice Voucher Detail

From the drop down boxes select:
1) State Award for the Budget Category,
2) Auto-calculated item for the Item,
3) State Award amount for the Budget Column,
4) Complete a description of the reimbursement if necessary, and
5) Input the amount you are requesting reimbursement for in the Amount field.

Click **Save** after completing all information on the Invoice Voucher tab.

Figure 23

1.b.   Invoice Voucher Summary

Along with displaying grant related information, the **Invoice Summary** tab displays the total budget or contract amount, previously submitted expenses, remaining budget and current expenditures. Once all information is accurate, click the **Submit** button. A pop-up screen asks you to verify your password prior to submission. This ensures that invoice reimbursements are authorized by the appropriate individual in the agency. Only Agency Officers are allowed to submit **Reimbursement Requests** through e-GMS.

Figure 24

1.c.   Invoice Voucher Attachments

The Invoice Voucher Attachment page is used to upload the agency's file which shows the line item expenditure detail for the requested reimbursement amount. Click the **Add** button. This links you to the attachment page in Figure 26. Upload you file using the browse functionality as described in section 5.A.4.a.
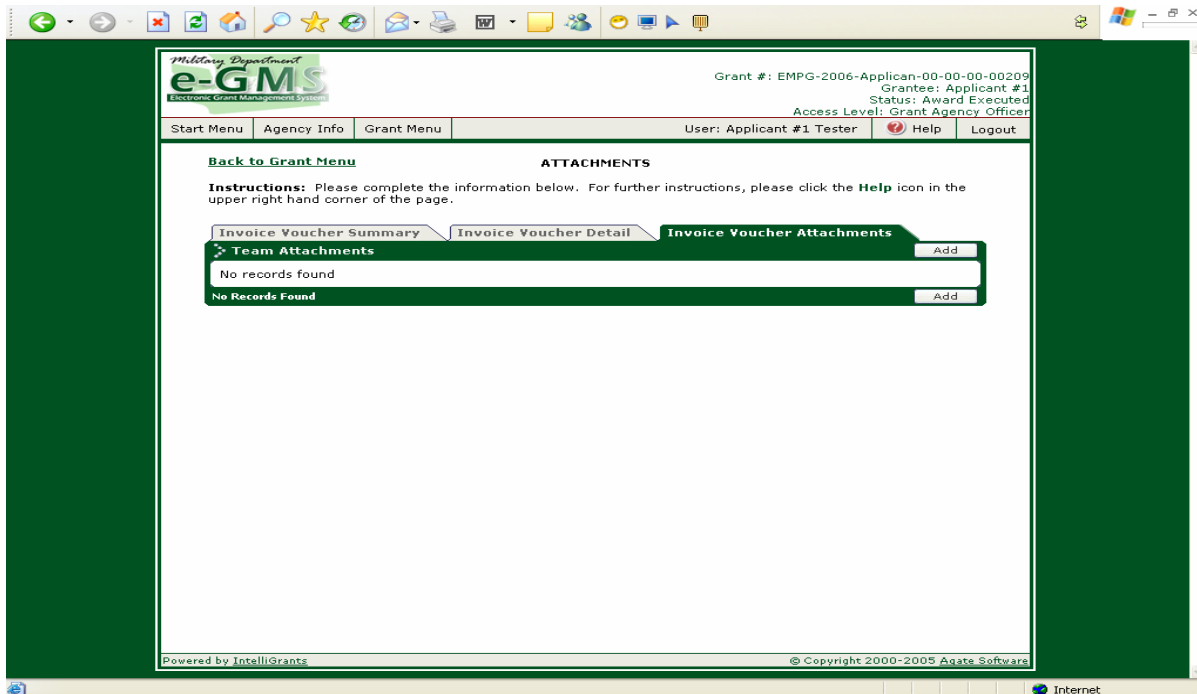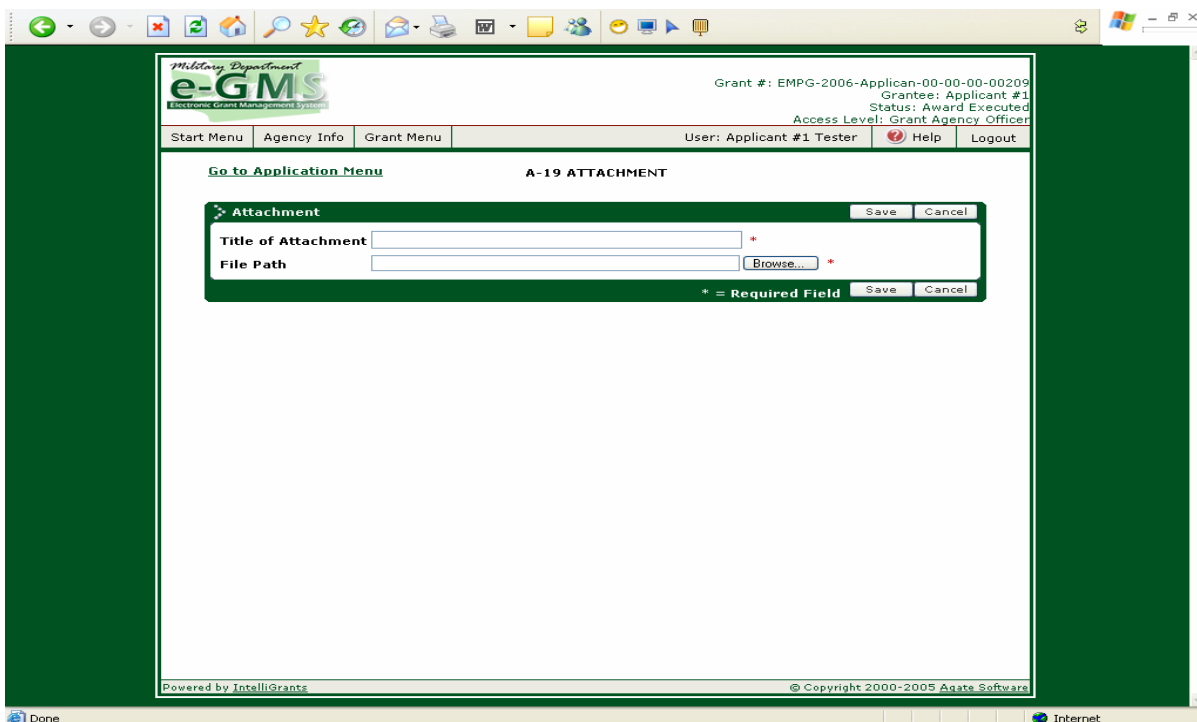

Figure 25

Figure 26

1.d.   Checking the Status of Payments

To check the status of the payment, click on the **Invoice Voucher History** button on the main page. This link shows the date a payment is made to the agency.

You have now completed the training for managing your grant on e-GMS. Please submit any suggestions on the manual or system to either your Program manager or Janet Pool at 253-512-8420 or email Janet at janet.pool@mil.wa.gov.